

NIGHT OF DREAD FESTIVAL 2022

Volunteer Handbook

WELCOME!

WELCOME! We're so glad to have you on board for this dark, twisty, dreadful and oddly joyous occasion. If you have never participated in the Night of Dread Pageant evening before, then you are in for a big surprise and quite a treat. If you are old friends with the Night of Dread Festival, then welcome back!

Within this package, you will find a schedule, maps, roles and responsibilities, a contact list, social media information, and a few forms to fill out.

CODE OF CONDUCT

To ensure a safe and respectful working environment for all, everyone must read and agree to the terms and conditions laid out in Clay and Paper Theatre's Code of Conduct.

You can find a copy of the Code of Conduct on the Clay and Paper Theatre website under the [Home](#) button.

By volunteering with Clay and Paper Theatre, you agree to abide by the terms and conditions laid out in Clay and Paper Theatre's Code of Conduct.

CONTACT LIST

Firstly, let's make sure you can get a hold of us. Should you have any questions or need to share with us any updates on your status or availability as a volunteer, give us a shout at the contact info below. We prefer phone calls (it's the fastest way to get a hold of us), but emails are fine as well. Your key contact(s) will be:

- 1. Co-Artistic Director**
Tamara Romanchuk
416-909-1006
tamara.clayandpaper@gmail.com
- 2. Co-Artistic Director**
David Anderson
416-570-5991
david.clayandpaper@gmail.com
- 3. Associate Artistic Director / Producer**
Jordan M. Burns
519-591-1134
clayandpaper@gmail.com

LOCATIONS

Our two key event locations are:

1. Christie Pits Park and Crawford St. (*the west side of Christie Pits Park*) - for Costume and Puppet pick-ups - for Rehearsals (TBA) and on Oct. 29
2. Dovercourt Park - Pageant Performance Location (Oct. 29)

Christie Pits Park is located at 750 Bloor St W. and volunteers and Clay and Paper Theatre staff will be meeting near the graffiti wall at the underside of the **Alex Duff Memorial Pool** (in the northwest section of the park). Underneath the pool are a set of storage rooms and this is where all of C&P's puppets are stored for the pageant performance. Here is where the organizing will take place for the Night of Dread Pageant on October 29th. Let's call it *Puppet Central!*

TIPS AND TRICKS

Hosting an outdoor event at this time of year comes with its ups and downs, and is often unpredictable. The weather could be sunny, balmy, rainy, windy, and/or cold. So, to stay comfortable, particularly in the cooler temperatures, please consider the following...

- Wear thick socks, and bring extras!
- Wear a waterproof/resistant windbreaker!
- Layer, layer, layer (undershirt, long sleeves, sweater)!
- Be SUUUPER Canadian and get y'ur toque on (plus gloves and a scarf), eh!
- Bring a travel mug or a thermos – hot drinks are your best friend (like a hug from inside)
- Dance (blood flow and cardio exercise)!
- **PLEASE NOTE:** When you come to Puppet Central, we also recommend that you avoid bringing valuables (money, credit cards, photography equipment, as some examples). While we can store some items in the Clay and Paper Theatre storage area, once we leave for the pageant location, the space will be locked up, but unattended.

SOCIAL MEDIA INFO

Check-in and follow our progress and updates as we prepare for this year's Night of Dread parade and park revels. We also #luv being tagged and seeing your stories and shares of this much-loved, family-friendly, all-inclusive, community event. Twenty-three years strong! Spread the Dread.

#NightofDread

#NOD2022

#ClayandPaperTheatre

#ArtsintheParks

#PuppetsOfInstagram

#TorontoArts

#Davenport

#ChristiePits

#DovercourtPark

Twitter – @clayandpaper

Instagram – @clay.paper.theatre

Facebook Page – Clay and Paper Theatre

<https://twitter.com/clayandpaper>

<https://www.instagram.com/clay.paper.theatre>

<https://www.facebook.com/clayandpaper/>

VOLUNTEER ROLES AND DUTIES

Mandatory Park Guide Orientation

There will be a mandatory volunteer orientation session for **Park Guides** over Zoom on Wednesday, October 26th at 7:00 pm. The session will run for approximately half an hour and will be focused primarily on necessary health and safety discussions, plus reviewing the performance schedule and park map so that Guides can keep the event a Safe and Dreadful blast for everyone!

****Park Guides must participate in an orientation session ahead of the Night of Dread pageant evening of October 29th.**

NIGHT OF DREAD PAGEANT (event day, October 29th)

IMPORTANT: Folks will be able to pick up their puppet at Christie Pits between 5:00 and 6:00 pm, where a C&P Puppet Master will help you get into your puppet and answer any of your last minute questions, before we all depart for Dovercourt Park, our pageant performance location.

NOTE: On Oct. 29th, all Night of Dread volunteers, please check in at Christie Pits park near the graffiti wall under the Alex Duff Memorial Pool (750 Bloor St W., northwest area of the park, beside the smaller baseball field). We're calling our meeting place, **PUPPET CENTRAL**. Thank you.

Park GUIDES

****Park Guides are absolutely essential to the smooth and safe running of the Night of Dread Pageant evening, both for the volunteer performers and professional artists and audience members watching.**

They give volunteers and audience members directions to washrooms, puppet sign-out, the First Aid station, and answer any questions from the public throughout the evening.

They also communicate to the Stage Manager or Event Manager any problems that they may observe so that the event can stay safe and fun for everyone.

A high visibility Park Guide vest and flashlight are provided.

Park Guides will also need to attend one orientation session.

We'll need you at Christie Pits for 4:30 PM on Sat., Oct. 29th to pickup your equipment and get any last minute updates and instructions from C&P staff. You'll then head over to Dovercourt Park to assist in organizing and setting up the performance circle for the scenario. You will greet audience members and usher them to fill out the circle around the performance area. During this time the bands are playing. Once the scenario performance is complete, you will help gather puppets, costumes and props from volunteers and artists and you will assist staff with loading them into the awaiting truck parked beside the Dovercourt Boys and Girls Club building. At that time you will also drop off your high visibility vest and any other supplies. You will not need to make your way back to Christie Pits Park. Thank you for your help during the pageant!

****REMINDER: Park Guides will need to attend ONE half-hour orientation session over Zoom on Wed., Oct. 26th at 7:00 pm. If this is a challenge, we may be able to arrange a one-on-one call with folks.**

EVENT ASSISTANTS

As an **Event Assistant**, leading up to the event, you will help set up the puppet pickup area and set out information signage for the First Aid station and snack station. You can also help the Puppet Masters (experienced Clay and Paper Theatre puppeteers/performers) retrieve puppets, masks, and costumes for Volunteer Puppeteers/Performers. You will assist the Volunteer Puppeteers to get in and out of the puppets. During the pageant, you can also be a puppet spotter, sticking close by to puppeteers and making sure they steer clear of tree limbs and any other obstacles. You will also play a part during the end of the event when everything needs to be collected and put away and the staging area needs to be tidied.

We'll need you at Christie Pits for **3:00 PM on Sat., Oct. 29th, 2022**. You will walk over with everyone to Dovercourt Park, assisting as a Puppet Spotter. Once the Dovercourt scenario performance is complete, you will help gather puppets and other props from volunteer performers and artists and drop them off at the Clay and Paper Theatre truck which will be situated by the park itself. Your help unloading those puppets and props back at Christie Pits Park would be greatly appreciated, but if your evening must come to an end with us at Dovercourt Park, then thank you for your help during the pre-pageant staging and pageant performance!

Puppet-Masters will retrieve puppets, masks, and costumes for Volunteer Puppeteers/Performers. You will also assist folks in getting in and out of puppets, as well as provide them with basic, helpful tips as a master puppeteer. We'll need you at Christie Pits for **3:00 PM on Sat., Oct. 29th, 2022**, to check in with Event Managers.

PUPPETEERS

The **Big Fears (puppets)** are a huge component of the Night of Dread Pageant. You represent our major fears as a community, locally and globally. These puppets are backpack puppets and they require some skill, strength, familiarity, dexterity, and dedication, so experienced puppeteers are preferred. You will be wearing the puppet for over an hour (before and during the pageant). These puppets are appropriate for adults. We'll need you at Christie Pits for **4:00 PM on Sat., Oct. 29th, 2022**.

The **Small Fears (puppets)** are rod puppets which means they are fairly light and the rod fits into a pouch you tie around your waist. Most of these puppets are great for kids 10 and up. We'll need you at Christie Pits for **4:30 PM on Sat., Oct. 29th, 2022**.

When you arrive at Puppet Central (Christie Pits), **Puppet-Masters** will retrieve puppets, masks, and costumes for Volunteer Puppeteers. They will help you get in and out of your puppet, as well as provide you with basic coaching and helpful puppetry tips.

You will then walk over to Dovercourt Park. There you will wait with the Stage Manager and fellow puppeteers and other performers until the start of the pageant at 7pm. The Stage Manager and the Pageant MCs will help coordinate and cue everyone's entrance for the performance. Volunteer puppeteers will be escorted to their area within the pageant circle. After which point, Clay and Paper Theatre performers will animate a scenario performance accompanied by two bands (Don't worry - this isn't you!). After the performance and when the evening comes to an end, you will drop off your puppet at the Clay and Paper Theatre truck which will be situated beside the park. You will not need to make your way back to Christie Pits Park. Thank you for your help during the pageant!

CHARACTER PERFORMERS

The **Fear Catchers (characters)** are responsible for catching community fears on this dreadful night. You will be responsible for collecting the fears from pageant onlookers with your fear catcher nets and placing the fears into the Beast! The Fear Catcher Beast is a mobile puppet that will be animated by one of our Clay and Paper theatre puppeteers. You will all work together before and after the pageant scenario gathering fears. We need charismatic and confident people for this DREADFULLY important and incredibly FUN job. We'll need you at Christie Pits for **4:00 PM on Sat., Oct. 29th** where you will get your costume (a white jumpsuit you can wear over your outdoor clothes and a net) and some coaching around the character and their role in the pageant.

The **Bride and Groom of Death** (characters)** is a great volunteer opportunity for a couple. You, the Bride and Groom of Death will animate Dovercourt Park with your presence, reminding everyone of your eternal, deathless wedded bliss – or not... We will provide your mask and costume. We'll need you at Christie Pits between **4:00 PM on Sat., Oct. 29th**.

*****We highly recommend that a costume fitting take place before the event day to make sure we have options in our costume kit for the Bride and Groom. This can be arranged via email or a phone call with Clay and Paper Theatre producers. If this fitting is done beforehand, then your calltime can be 4:30pm***

The **Doom Cheerleading Squad (characters)** is a squad of four fearleaders. It's a great opportunity for you and three friends to get together to help to spread doom and gloom to the gathering audience at Dovercourt Park. You'll be cheering, dancing, and having loads of dreadful laughs during the scenario. We will provide your costume for the night as you become one of our leading cheer-ers of doom, dread, and fright. We'll need you at Christie Pits for **4:00 PM on Saturday, Oct. 29th** to pick up your cheerleader pom-poms, pinnie and cheerleader skirt (These are sewn to be put on like aprons and so they can fit over outdoor clothing and be adjusted.). You'll also get a chance to practice some dreadful cheers.

A **Flag Bearer (character)** to carry the Night of Dread standard into the pageant scenario circle in Dovercourt Park. You will lead all of the puppets around the scenario circle until they arrive at their staging location in the performance space. We will provide the flag. We'll need you at Christie Pits for **4:30 PM on Sat., Oct. 29th**.

When you arrive at Puppet Central (Christie Pits), **Puppet-Masters** or the **Puppet Central Manager** will help retrieve masks, costumes and props for Volunteer Character Performers. They will help you get dressed into your character costume, as well as provide you with basic coaching around your character's pageant role.

You will then walk over to Dovercourt Park. There you will wait with the Stage Manager and fellow puppeteers and other performers until the start of the pageant at 7pm. The Stage Manager and the Pageant MCs will help coordinate and cue everyone's entrance for the performance. Volunteer puppeteers will be escorted to their area within the pageant circle. After which point, Clay and Paper Theatre performers will animate a scenario performance accompanied by two bands (Don't worry - this isn't you!). After the performance and when the evening comes to an end, you will drop off your puppet at the Clay and Paper Theatre truck which will be situated beside the park. You will not need to make your way back to Christie Pits Park. Thank you for your help during the pageant!

END OF PAGEANT

As the Night of Dread Pageant evening draws to a close at Dovercourt Park, we ask that you assist us by bringing any costumes, masks, puppets, or objects to a location as indicated by the Event and Stage Managers. This will help us ensure a swift clean-up of the space and a safe return for anything borrowed from Clay and Paper Theatre.

SCHEDULE

- On the day of the event, Saturday, October 29th, we ask that all volunteers, crew, and performers meet us at Christie Pits park between 3-5 PM (please note your specific roles and calltimes above) to become familiar with their roles, puppets, etc. and to begin their way to the park pageant location.
- All musicians are required to meet at 5:30 PM. The times noted in the descriptions above are specific to when that role becomes “active” as that role and generally coincide with the beginning of the event.
- We ask that EVERYONE has arrived by 5:30 PM to ensure that they know and can get into their placement in Dovercourt Park. The pageant begins at 7 PM sharp! Don't be late!

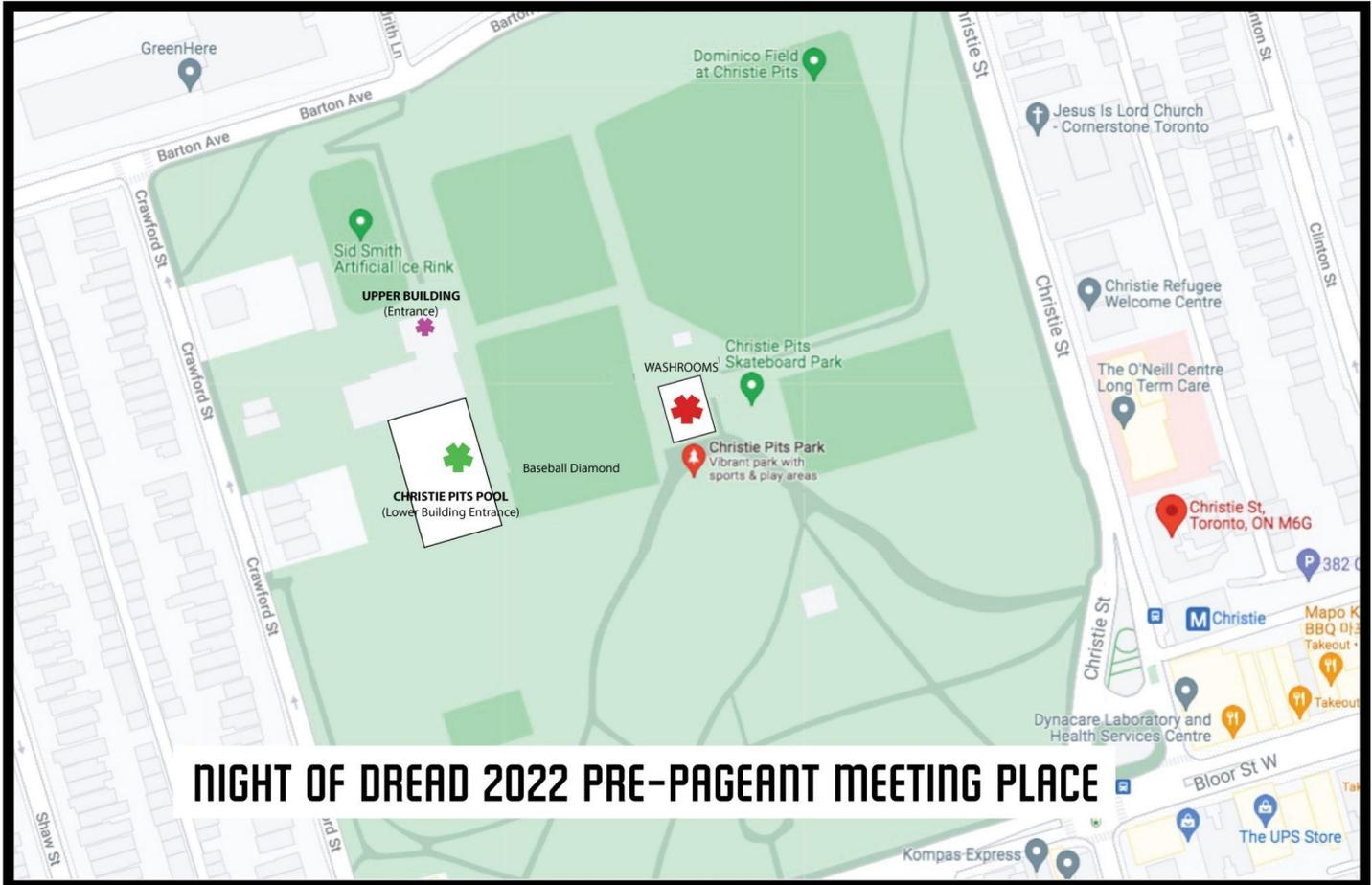
The meeting place is located near the graffiti wall located at the underside of the Alex Duff Memorial pool in Christie Pits (see map) which we call Puppet Central. This is where volunteer sign-in/out, bathrooms, snacks, hot beverages, and personal belonging storage are located. There will be a Night of Dread Festival staff member present at the location at all times. Bathroom and refreshment breaks are encouraged within reason.

It will be a long afternoon and evening, but by golly, it will be a blast!

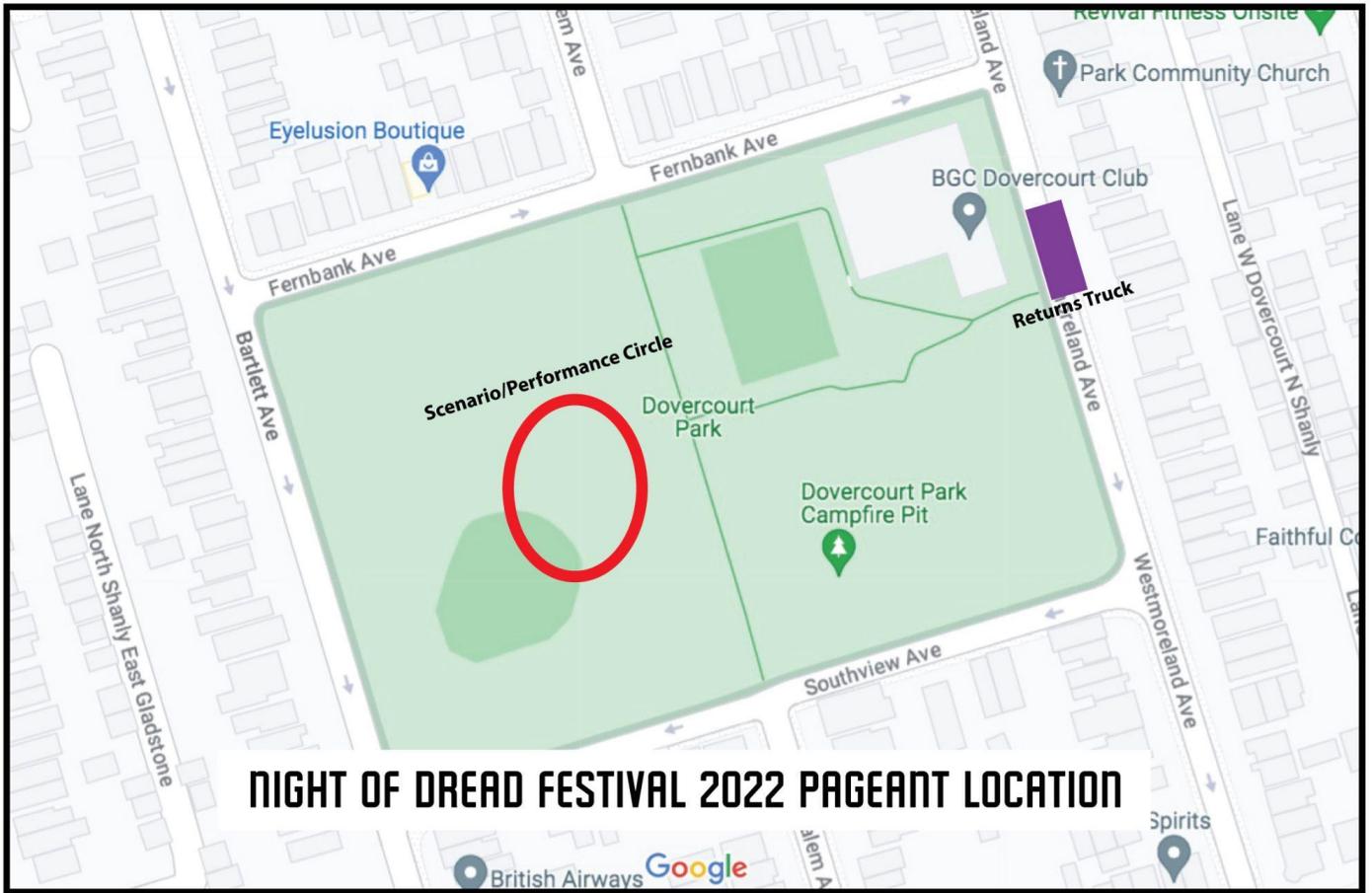
RUN SHEET

3:00 PM	Manager(s) call-time at Christie Pits
4:00 - 5:45 PM	Puppet/Mask and Character distribution OPENS
5:30 PM	Musician call-time
5:30 PM	Everyone has arrived
6:15 PM	LAST OPPORTUNITY FOR PARTICIPANTS TO LEAVE FOR DOVERCOURT PARK
6:30 PM	MUSICIANS SETUP IN DOVERCOURT PARK Includes Richard Underhill, Kensington Horns, Maracatu Mar Aberto
6:45PM	PRE-SHOW MUSIC BEGINS AT DOVERCOURT PARK
7:00 PM	Pageant MCs begin their entrance into the pageant circle followed by all puppets PAGEANT PERFORMANCE BEGINS
8:00 PM	STRIKE begins

Christie Pits Park Map & Pre-Pageant Meeting Place - Puppet Central



Dovercourt Park - Pageant Scenario/Performance Area



Contact Information

Name: _____

Phone: _____

E-mail: _____

Mandatory Parade Marshal Orientation on Zoom (select one)

Wed., Oct. 26, 2022 at 7:00 pm YES / NO

Thurs., Oct. 27, 2022 at 1:00 pm YES / NO

Preferred Volunteer Roles

Park Guide _____

Event Assistant _____

Big Fear _____

Small Fear _____

Fear Catcher _____

Bride and Groom of Death _____

Flag Bearer _____

Doom Cheerleading Squad _____

Information About Yourself or Resume

Tell us a bit about your background and or interests. If you also have a resume you'd like to attach (especially if you are applying to be a Puppeteer or Character Performer), please feel free to share it with us. While having production experience or having a background as an actor is NOT essential to participating in the Night of Dread Pageant, any info about your skills and interest is always great to know. Thank you!

Image Release Form and Authorization

I hereby authorize Clay and Paper Theatre to photograph, film, videotape and then use, reproduce and publish my name and photogenic likeness in all forms of media including print and online.

I hereby release and hold harmless Clay and Paper Theatre from any reasonable expectation of privacy or confidentiality associated with the images taken by their employees.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that the publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Clay and Paper Theatre, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization:

Printed Name: _____

Date: _____

Signature: _____